

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 04-012

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: October 14, 2003

SUBJECT: October 15, 2003, Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The October 15, 2003 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). If you need help finding or viewing these reports please contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

The JTED concurrency problem with satellite campuses that was discovered in SAIS programming has been corrected. Integrity and Aggregation are now processing the records and therefore this change is not reflected in your October payment. New ADM reports will be posted for the entities affected as soon as these student record transactions have been aggregated. December 15, 2003 equalization calculation (APOR55) will reflect ADM changes processed from concurrency problem. For any questions regarding the ADM counts or processing, please contact Steve Murosky at (602) 542-8239 or email at smurosk@ade.az.gov.

Instructions and forms to request an advance of state aid are available on ADE's web site at <http://www.ade.state.az.us/schoolfinance/Forms/DistCashAdv/>. The apportionment schedule for equalization, pursuant to A.R.S. §15-973, does not include a scheduled payment in November.

Items such as the increase to the BSL for audit expenditures, eligibility for Rapid Decline, Type 03 Tuition and Soft Capital Allocation increase for High School Count Transported by District of Residence will be updated for the December apportionment calculation. These items are dependent on the submission of all applicable budget files. Please check the submitted file status on your home page <http://www.ade.az.gov/budget>. Please be sure your district has submitted the district-wide budget, the school-by-school budget and the worksheets when submitting budgets. (Submit all budget files at <https://www.ade.az.gov/commonlogon>. **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a RTC at <http://www.ade.az.gov/rtc>.

If you have any questions regarding the content of your reports please contact me (602) 542-8244 or e-mail msingle@ade.az.gov.

cc: County School Superintendents

October 15, 2003